

SECRET

0/5in

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 10-3-3

SECURITY  
22 March 1965

REQUESTS FOR SECURITY CLEARANCES

RESCISSION: *NPIC 10-3-2* CIA Instruction

25X1

1. Requests by components of NPIC for basic NPIC security clearances for non-Center personnel and for operational clearances for Center and non-Center personnel must state fully the justification for the clearance. Each request should include information concerning the duties of the individual and the work situation for which the clearance is required, in sufficient detail to ensure that a proper judgment of the request can be made. Often this will necessitate the inclusion of substantive codeword material, in which case the request should be handled in the codeword system.

2. In those limited situations where a Division or Staff chief requests clearances on individuals for whom he has no administrative responsibility, the request must include a concurrence from the Division or Staff chief who is administratively responsible for the individual.

3. Requests for security clearances should be submitted for approval to the Executive Director, NPIC, through the Chief, Support Staff, NPIC. Requests should be submitted in an original with one copy for each individual for whom a clearance is requested (action taken on the request will be noted on the copy and returned to the requester).

4. The above procedure does not apply to CIA applicants for NPIC vacancies. The processing of such applicant clearance requests will be handled routinely by the Support Staff.

25X1

Executive Director

Distribution: No. 3

*Rec. by 10-3-4*

SECRET